

# Quotation Request //

## US Government Publishing Office

Atlanta Regional Office  
3715 Northside Parkway, Suite 4-305  
Atlanta GA 30327-

**JACKET:524-221 R-1**

**Quotations are Due By:**

**(Eastern Time) 11:00 AM on 07/01/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE:** PROGRAM PROMOTIONAL CARDS

**QUANTITY:** 4500 Forms

REBID (R-1): Quantity has been corrected to 4,500 Forms. All other specifications remain unchanged.

ATTACHMENT(S) NOTICE: The specifications for subject order include attachment(s) that are an integral part of the specifications. No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404)605-9160.

**TRIM SIZE:** 3-1/2 x 2"

**FORM NO:** SE00011111

**PAGES:** Face & Back

### **SCHEDULE:**

Furnished Material will be available for pickup by 07/06/2021

Deliver complete (to arrive at destination) by 08/20/2021

F.O.B. destination

- Deliver a total of 4,500 copies to 21 individual addresses via traceable means on or before August 20, 2021 - see Attachment #1 for quantity breakdown and partial (city, state, zip) address information.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Robert Genova ([robert.genova.1@us.af.mil](mailto:robert.genova.1@us.af.mil)) and GPO Atlanta Regional Office ([infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov)). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Req X-XXXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

Form prints full bleed, full color matter on face and back via 4-color process. Flood coat entire face and back with a clear, non-yellowing gloss varnish/aqueous coating.

NOTE: Forms must be printed via OFFSET printing on a minimum 4-color press with one single pass. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

**MATERIAL FURNISHED:** Contractor to receive. Purchase Order, electronic print file (see "ELECTRONIC MEDIA") and Distribution List (furnished in Microsoft Excel format) via email immediately upon award of the contract.

**ELECTRONIC MEDIA:**

- PLATFORM: Unknown
- STORAGE MEDIA: File (619 KB) will be emailed to contractor immediately upon award of the contract.
- SOFTWARE: One PDF file (with crop marks indicated) will be provided.
- COLOR: Identified as CMYK.
- FONTS: N/A (Placed Images)
- OUTPUT: 175 line screen

**ADDITIONAL INFORMATION:**

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different file format, the final output must be of the same or higher quality.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.
- PRIOR TO IMAGE PROCESSING, THE CONTRACTOR SHALL PERFORM A BASIC CHECK (PREFLIGHT) OF THE FURNISHED MEDIA AND PUBLISHING FILES TO ASSURE CORRECT OUTPUT OF THE REQUIRED REPRODUCTION IMAGE. ANY ERRORS, MEDIA DAMAGE OR DATA CORRUPTION THAT MIGHT INTERFERE WITH PROPER FILE IMAGE PROCESSING MUST BE REPORTED TO YOUR CONTRACT ADMINISTRATOR.
- THE CONTRACTOR SHALL CREATE/ALTER ANY NECESSARY TRAPPING, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files.
- UPON COMPLETION OF THIS ORDER, THE CONTRACTOR MUST FURNISH FINAL PRODUCTION NATIVE APPLICATION FILES (DIGITAL DELIVERABLE) AND ONE "PRESS QUALITY" PDF FILE WITH THE FURNISHED MEDIA. STORAGE MEDIA MUST BE MAC/PC

COMPATIBLE. THE DIGITAL DELIVERABLES MUST BE AN EXACT REPRESENTATION OF THE FINAL PRODUCT AND SHALL BE RETURNED ON THE SAME TYPE OF STORAGE MEDIA AS WAS ORIGINALLY FURNISHED. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L12, White No. 2 Gloss-Coated Cover, Basis Size 20 X 26", Basis Weight 120#

**COLOR OF INK:** Ink Must Contain a Minimum of 20% Vegetable Oil  
4-color process + clear, non-yellowing gloss varnish/aqueous coating

**PRINT PAGE:** Head to Head

**MARGINS:**

Follow file setup - full bleed in all dimensions (face & back).

**PROOFS:**

Deliver the following proofs to the department on or before July 9, 2021.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than 2 workday(s) from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**\*\*NOTE:** The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

(\*) **CONTENT PROOF:** One complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be imaged face and back and trimmed to the finished size/format of the product.

(\*) **INKJET PROOFS:** One set of INKJET proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of

minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

**BINDING:**

Trim 4 sides.

**PACKING:**

Shrink-wrap in units of 100. Pack suitable per shipping container.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

**DISTRIBUTION:**

Deliver proofs to: Rob Genova (850-258-5752), 13620 Woodcrest Blvd, Panama City, FL 32409. NOTE: This is a residential address.

Deliver a total of 4,500 copies to 21 individual addresses via traceable means on or before August 20, 2021 - see Attachment #1 for quantity breakdown and partial (city, state, zip) address information.

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Robert Genova (robert.genova.1@us.af.mil) and GPO Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, Req X-XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD	ALTERNATE STANDARD*
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P-7. Type Quality and Uniformity  
P-10. Process Color Match

Approved Proofs  
Approved Proofs

File Setup  
File Setup

\*In the event that the Specified Standard is waived the Alternate Standard will serve as its replacement.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instructions for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=524221>